BEAR Form Checklist

☐ Obtain needed information
  ○ Numbers & codes:

PIN number	
Library Billed Entity Number	
Service Provider Identification number (SPIN – one per form)	
Form 471 application number (usually 6 digits)	
Funding Request numbers (FRNs – usually 7 digits)	
Customer Billed Date (usually July of the funding year)	
Total Undiscounted Amount for Service	

  ○ If this is your first E-rate form and you don't yet have a PIN number, file on paper. A PIN number will be mailed to you once USAC receives your form.
☐ Five important things to remember:
  ○ File one BEAR form for each service provider.
    ▪ Use one SPIN number per form.
  ○ The form can be filed quarterly, every 6 months, or annually.
    ▪ How often BEARs are filed depends on how often you'd like to receive checks.
  ○ The form can't be filed until the bills have been paid.
    ▪ For example, the full year's worth of funds cannot be requested in January. However, the amount paid from July – December could be requested.
  ○ Both you and the service provider must sign off on the form.
    ▪ When filing online, the form is automatically forwarded to the proper location.
    ▪ If you're filing on paper, consult the E-rate contact person for your service provider to determine where to send the form.
  ○ The deadline applies to you AND the service provider.
    ▪ Completing your portion near the deadline DOES NOT guarantee that the service provider will certify on time. It's best to get it in early!
    ▪ If the form is not certified by the deadline, file an Invoice Deadline Extension Request.
☐ Certify & Submit
  ○ Submit electronically with PIN (takes 2 weeks to arrive in the mail).
    ▪ Each PIN is unique to a particular person, not to a library system.
  ○ If you don't have a PIN, mail in signed certification.
☐ Check the status of your form.
  ○ Sign back in to the BEAR Online tool and select "Track Form" from the menu at the top of the screen.
  ○ Search by date or SPIN.
  ○ "Line Item Status" will indicate if the form has been certified or rejected.